



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY, 2ND FL
NASHVILLE, TENNESSEE 37243-1153
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MINIMUM REQUIREMENTS FOR TENNESSEE DISMANTLER AND RECYCLER LICENSE

The following requirements must be met (or exceeded) **prior to** notifying the Area Field Investigator of the Tennessee Motor Vehicle Commission to conduct the necessary site inspection and to complete the Application Form for submission to the Commission office for review and final approval:

- 1. Building Facility** Tennessee or municipal code (if any) approved facility including restroom equity. The facility must be physically separate and apart from other business operations, or residential usage. **No residence may be used as an office and temporary facilities are prohibited.** Trailers or mobile offices must be underpinned. Reasonable business hours means at least three days a week for a minimum of 12 hours total during the week. The business hours must be between 8:00 a.m. and 7:00 p.m. and at least 8 of the hours must be Monday thru Friday. These hours and days of operation shall be posted either on the **door to the facility, window or on the business sign.**
- 2. Office Furniture** A desk, chairs, and adequate record storage must be included in the office area.
- 3. Sign Requirements** Minimum of eight (8) inch letters, or as per local ordinance, displaying the Dismantler and Recycler's name. The **sign must be permanently installed** and clearly visible from the road.
- 4. Telephone** The telephone number must be listed in the local directory under the name of the Dismantler and Recycler. **Mobile and/or cellular phones are not acceptable** as the base station telephone. Number must be posted on sign, door or window.
- 5. Insurance** Evidence of **minimum general liability coverage of \$300,000 per occurrence must be provided** by a certificate of insurance from the insurance provider in the name of the entity to be licensed. Coverage must be continued in force for the duration of the license. The address on the certificate must be that of the site of the dealership. The certificate holder is to be the Tennessee Motor Vehicle Commission at the above address. Evidence of applicable Worker's Compensation may also be shown on this certificate.
- 6. Business Tax License** A current business tax license issued by the County Clerk must be obtained prior to completion of the application process in the name of the entity to be licensed. A copy of license must be provided with application which states the Dismantler and Recycler address and phone number. The original must be posted in a visible location prior to inspection.
- 7. Sales Tax License** A current sales tax identification number as a dismantler and recycler must be obtained in the name of the entity to be licensed. Either a copy of the Certificate of Registration for Tennessee State Sales Tax or a Letter of Exemption from the Department of Revenue must be provided with application. The original must be posted in a visible location prior to inspection.
- 8. Environmental License** Must comply with all Federal, State and local environmental laws. A copy of applicant's current **NPDES Permit** (Storm Water Discharge - application for permit may be found at www.state.tn.us/environment/permits/strmh2o.php) from the Department of Environment and Conservation, Division of Water Pollution Control shall accompany the application.
- 9. Highway Beautification** A letter from the Tennessee Department of Transportation, Highway Beautification Division, stating that the location is not in conflict with statutory requirements.

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- 10. Conviction Record** The applicant must furnish a copy of any court records involving a felony or crime of moral turpitude previously committed by any owner, partner, or financial participant in the corporation/LLC/LLP.
- 11. Zoning Compliance** Written approval from the local zoning/land-use authority must be provided. In localities without zoning requirements, a written statement to this effect must be obtained from the authorized county or municipal official. Typically, these statements are prepared by the Office of the County Executive, or Office of the Municipality Mayor.
- 12. Corporation/LLC or LLP** If applicable, a copy of the charter of the entity as filed with the Tennessee Secretary of State must be provided, or if out-of-state corporation or LLC, a copy of the Certificate of Authority to do business in Tennessee must be provided.
- 13. Re-inspection Fee** A four hundred dollar (\$400.00) fee will assessed per re- inspection of an applicant when re-inspection is necessitated by an action or inaction of the applicant.
- 14. Term of License** The term of each issued license is two (2) years.
- 15. Dismantler & Recycler:** License fee----- \$ 400.00

Applicable licensing fees are payable by cash, check, money order, or certified check. Checks are to be payable to: **Tennessee Motor Vehicle Commission**. NOTE: Cash must be paid by the applicant to the Cashier's Office of the Department of Commerce and Insurance at the Davy Crockett Tower, Fifth Floor, 500 James Robertson Pkwy, Nashville, TN 37243-1153. **DO NOT MAIL CASH.** Field Investigators will **NOT** accept any payments. With proper documentation of the requirements and the completed application, the dismantler and recycler (D & R) license is typically approved and issued within ten (10) days following receipt of the required application and documents in the Commission office.